

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DCD1374209**

Date Posted: **10/24/11**

POSITION NO: **204765**

Closing Date: **OUF**

CLASS CODE: **3831**

POSITION TITLE: **Community Service Coordinator**

DEPARTMENT NAME: **Local Governance Support Center - Western Navajo Agency**

DEPARTMENT NO: **137** WORKSITE LOCATION: **Coalmine Canyon, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R62A**

Days: **Monday-Friday**

Permanent: ☒

SALARY:

Hours: **8:00 am - 5:00 pm**

Temporary: ☐

Duration: \$ **32,073.60** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ **15.42** Per Hour

DUTIES AND RESPONSIBILITIES:

Works under the general supervision of the Senior Program and Project Specialist and under the direct supervision of the local designated Chapter Official. Develops and implements the Five Management System, in coordination with the Chapter Officials and with the participation of the community. Work collaboratively with respective agencies, departments, Navajo Nation government, federal, state, and local entities with coordinating and monitoring Chapter projects and all aspect of the Chapter government.

Carry out administrative tasks; assist the Chapter government with planning; prepares/reviews contracts and grants. Coordinate and develop and prepare budgets and ledgers for the respective Chapter. Ensure monthly financial reports of all Chapter transactions and expenditures are prepared and presented. Coordinate with the Chapter Secretary/Treasurer to submit all financial reports; Monthly/Quarterly Expenditure Reports, IRS, Navajo Nation Sales Tax, Payroll, and Fund Approval Forms.

Develop, prepare, and write Chapter proposals for projects; coordinate with Chapter Officials with preparation of Chapter resolutions, agenda for Chapter meetings and any other meetings that pertain to the Chapter. Attend all Chapter meetings to provide activity reports, present project updates, and provide technical assistance to Chapter Officials and provide clarification to public regarding Chapter administration.

Prepares and processes financial documents; update and monitor Accounting System such as; maintaining cash receipts, logs, check ledger, subsidiary ledgers, fund ledgers, expenditure reports, bank reconciliation, payroll calculations, IRS reports and overall FISCAL management; submits financial reporting and other pertinent documents for final review/submission.

Secure addition sources of revenue and in-king contributions from Navajo Nation, and other funding agencies. Provide information to Chapter regarding resources and socio-economic factors for effective planning. Exercise supervisory duties and responsibilities for the Office Specialist and temporary personnel hired at the Chapter for the program.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associates degree in Business or related field; and four (4) years experience in working with Chapters in the area of community and/or economic development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationship with Chapter officials, Council Delegates, LGSC staff and outside resource agencies. Knowledge of basic accounting principles, preferably government and non-profit accounting. Computer skills that includes application of Fund Accounting Software. Must be able to operate calculators, telephones, computers, typewriters, and fax machines. Ability to communicate effectively both orally and in writing with diverse audiences and convey information that is understandable and accurate. Prefer bilingual ability to speak English and Navajo language. Ability to do research and provide orientation/trainings, interpret laws, regulations, and policies.

Prefer bilingual (Navajo/English) who resides within the boundaries of the assigned Western Navajo Agency Chapters. Have basic knowledge of the Chapter Government and the Navajo Nation Government.

License/Certification Requirements:

Valid state driver's license, *preferred*.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99